

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **MARCH 9, 2011**

**Committee Members Present:**

Supervisors Conover  
Kenny  
VanNess  
Belden  
Goodspeed  
Sokol  
Merlino  
Taylor  
Strainer

**Others Present:**

Daniel G. Stec, Chairman of the Board  
Paul Dusek, County Attorney/Administrator  
Joan Sady, Clerk of the Board  
Kevin Geraghty, Budget Officer  
Supervisor McCoy  
Supervisor Monroe  
Kathy Barrie, Personnel Officer  
Todd Lunt, Director, Human Resources  
Pat Auer, Director, Public Health  
Sheila Weaver, Commissioner, Department  
of Social Services  
Don Lehman, *The Post Star*  
Nicole Livingston, Deputy Clerk

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In the absence of Committee Chairman Conover, Vice-Chairman Kenny called the Personnel Committee meeting to order at 9:08 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Goodspeed and carried unanimously to approve the minutes of the February 10, 2010 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Action Agenda review, Mr. Kenny apprised Items 1A and B were referrals from the Health Services Committee. He noted Item 1A was referred from Health Services and was a request to amend the Department's Table of Organization to reflect the following changes which would allow for the maximization of State Aid:

- 1- Moving the Senior Account Clerk position from the Educ./Physically Handicapped Children (A.4054) to the Disease Control (Preventive Program) (A.4018);
- 2- Moving the Principal Clerk position from the Disease Control (Preventive Program) (A.4018) to the Educ./Physically Handicapped Children (A.4054).

Motion was made by Mr. Sokol, seconded by Mr. Strainer and carried unanimously to approve Item 1A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Kenny stated Item 1B was referred from Westmount Health Facility, requesting to fill the vacant Position of Food Service Helper #3, base salary of \$23,706, Grade 2, Employee No. 10831, due to retirement.

Motion was made by Mr. VanNess, seconded by Mr. Goodspeed and carried unanimously to approve Item 1B as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Kenny informed Item 2 was a referral from the Social Services Committee, Social Services, requesting to fill the vacant position of Caseworker #32, base salary of \$35,385, Grade 14, Employee No. 8272, due to resignation. He noted that this position was mandated and was 75% reimbursed.

Motion was made by Mr. Goodspeed, seconded by Mr. Strainer and carried unanimously to approve Item 2 as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Concluding the Agenda review, Mr. Kenny advised Item 3 was a referral from the Human Resources Department, requesting authorization for Todd Lunt, Human Resources (HR) Director, to attend the Capital Region HR Association Annual Conference in Albany, NY on March 24, 2011 at a cost of \$175.

Mr. Lunt confirmed the funds for the Conference were included within his departmental budget.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Authorization to Attend Meeting or Convention is attached.

Mr. Conover and Paul Dusek, County Attorney/Administrator, entered the meeting at 9:18 a.m.

Mr. Dusek noted an executive session was needed to discuss matters leading to the appointment of a particular Attorney to a particular position, due to a retirement.

Motion was made by Mr. Sokol, seconded by Mr. Belden and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 9:20 a.m. to 10:15 a.m.

Committee reconvened and Mr. Conover announced no action was necessary pursuant to the executive session.

There being no further business to come before the Committee, on motion made by Mr. Goodspeed and seconded by Mr. Strainer, Mr. Conover adjourned the meeting at 10:16 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk